

XXII. LIMITED APPROVAL ALTERNATIVES (Expires June 30, 2006)

The limited approval options described in this section **may** be held under the circumstances unique to each option. They also vary in periods of validity. The fee for each method is \$100.

The Limited Approval Alternatives include:

**Consultant Specialist Letter of Approval
Letter of Authorization (LOA) Approval
Limited Transitional Letter of Approval
Postsecondary Specialist Letter of Approval
Misassignment/Grandfathering
Alternate Route/Teacher Trainee Letter of Permission**

A. CONSULTANT SPECIALIST LETTER OF APPROVAL

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

039. LIMITED APPROVAL ALTERNATIVES (Expires June 30, 2006)

039.01 Consultant Specialist Certificate. (Expires June 30, 2006)

At the request of a school district, the State Department of Education may issue a Consultant Specialist certificate to highly and uniquely qualified persons. The use of the certificate is limited to the applicant's district and is valid for one (1) year. It is intended that use of the Consultant Specialist provision be exceptional and occasional and not used as a regular hiring practice.

PROCESS:

At the request of a school district, the State Department of Education **may** issue a Consultant Specialist Letter of Approval to use a **highly and uniquely qualified** individual in an educational position that normally requires formal certification. The use of this Letter of Approval is limited to the requesting district and is valid for one (1) year. **It is intended that use of the Consultant Specialist provision be exceptional and occasional and not used as a regular hiring practice.**

To be eligible for a Consultant Specialist Letter of Approval, the following items **must** be submitted by the requesting district:

1. A letter of request that includes:
 - a. a brief statement explaining why the request is necessary;
 - b. a statement specifying what makes this individual **highly and uniquely qualified**; and,

- c. signatures of both the superintendent and the chairperson of the local board of trustees.
- 2. A **Consultant Specialist Personal Information form** completed by the individual;
- 3. A check or money order for \$100 (this fee is **non-refundable**); and,
- 4. A criminal history check, including fingerprinting, as required.

B. LETTER OF AUTHORIZATION (LOA) APPROVAL

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

039.02. Letters of Authorization (LOA).

(Expires June 30, 2006)

Letters of Authorization allow Idaho school districts to request emergency certification when a professional position cannot be filled with someone who has the correct certificate. Individuals considered for an LOA must have at least a baccalaureate degree and must enroll in a program to achieve full certification in the area of authorization. A request for a Letter of Authorization shall be sent to the State Department of Education.

The request and supporting information **will** be reviewed by the Professional Standards Commission, with the final recommendation of the Commission submitted by the Superintendent of Public Instruction for State Board of Education approval. An LOA is valid for one (1) year and **may** be renewed annually upon completion of nine (9) semester credit hours applicable to the standards for full certification in the area of authorization.

1. LETTER OF AUTHORIZATION (LOA) APPLICATION PROCEDURE

To be eligible for Letter of Authorization (LOA) approval, the following requirements **must** be satisfied:

- a. The district **must** first obtain and complete the LOA packet as provided by the certification office. The packet can be referenced at:

www.sde.state.id.us/certification/altroutes.asp

- b. All packet material **will** be submitted by the local education agency **in one, single** packet. The completed packet will include, but not necessarily be limited to:

- (1) A board declaration of a hiring emergency documented in regular board minutes;
- (2) Evidence of completion of a bachelor of arts degree (except in the limited fields of trade and industry);
- (3) A regular Idaho teacher certification application form **B1** and teacher information form completed by the individual applicant;

- (1) Written verification from a college/university of a planned program to achieve the desired certification;
- (2) Supporting information from the local education agency attesting to the ability of the teacher to serve (usually in the form of letters of recommendation);
- (3) Applicant's resume;
- (4) Official transcripts of the applicant; and,
- (5) A non-refundable processing fee of \$100.

3. LETTER OF AUTHORIZATION (LOA) RENEWAL PROCEDURE

For renewal of an LOA, the following materials **must** be submitted to the Bureau of Certification/Professional Standards:

- a. Completed application form **(B1)**;
 - b. Check for \$100 payable to the State Department of Education; and,
 - c. Official college/university transcripts verifying nine (9) semester credit hours successfully completed during the year that apply toward completion of the desired certification.
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- (1) If less than nine (9) semester credit hours have been completed, the Professional Standards Commission **will consider** recommending renewal of the LOA based on circumstances and explanations from the candidate, the local education agency, and/or the college/university.
 - (2) If the individual is in the midst of a formal educator preparation program (i.e., Special Education, Administrator, etc), the application may include a letter from the college/university stating that satisfactory progress toward program completion is being made.
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- d. If applicable, a criminal history check (including fingerprinting) as required by statute.

C. LIMITED TRANSITIONAL LETTER OF APPROVAL

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

039. 03. Limited Transitional Letter of Approval.

(Expires June 30, 2006)

This non-renewable Letter of Approval is valid for one (1) year only. The purpose of the Letter of Approval is to allow a teacher with a Secondary Certificate (grades 6-12) to teach at the elementary levels (K-8) without additional student teaching, or vice versa. Other than student teaching, all other requirements for the desired certificate **must** be met. Upon successful completion of one (1) year of teaching while holding the Limited Transitional Letter of Approval, the educator will be eligible to hold the appropriate elementary or secondary certificate.

To be eligible for a Limited Transitional Letter of Approval, the following requirements must be met:

- a. Must** hold a valid Idaho Elementary or Secondary Teaching Certificate.
- b. Must** provide verification of four years of successful classroom teaching while holding the proper state certification.
- c. Must** have completed **all** of the requirements for the Standard Elementary Certificate, except student teaching, if the applicant currently holds a Standard Secondary Certificate.
- d. If** the applicant currently holds a Standard Elementary Certificate, **all** of the requirements for a Standard Secondary Certificate **must** have been completed, **except** student teaching.
- e. Must** provide the State Department of Education's certification office with written verification that a mentor teacher holding the same certificate as the one the applicant is seeking will be provided for the applicant by the employing district; or be enrolled in a one-year supervised internship experience under the supervision of personnel from a college or university with an approved teacher preparation program.

D. POSTSECONDARY SPECIALIST LETTER OF APPROVAL

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

039. 04. Postsecondary Specialist Letter of Approval.

(Expires June 30, 2006)

A Postsecondary Specialist Letter of Approval **may** be granted to teaching faculty of Idaho public postsecondary institutions, who are not otherwise certificated, upon recommendation by the postsecondary institution (dean level or above) to be eligible to teach in the public schools. It is intended that the Letter of Approval will be used primarily for distance education and “virtual university” programs. The Postsecondary Specialist Letter of Approval is valid for five (5) years and is renewable.

PROCEDURE:

1. A member of the teaching faculty of an Idaho public postsecondary institution **may** be granted a Postsecondary Specialist Letter of Approval when the applicant submits:
 - a. A completed standard application form **(B1)**;
 - b. A check for \$100 payable to the Idaho State Department of Education; and,
 - c. A letter of recommendation from the postsecondary institution signed by the dean or other appropriate official.
2. The Letter of Approval **will** be issued by the State Department of Education.

E. MISASSIGNMENT/GRANDFATHERING

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

040. MISASSIGNMENTS – GRANDFATHERING

(Expires June 30, 2006)

040.01. Certificate.

A person employed by a school district in a position requiring a certificate **must** hold a valid certificate for the service being rendered. In any situation in which a person not holding a specific endorsement is to provide educational services in a specific area, the employing district **must** apply to the State Department of Education’s certification office for misassigned status to place the individual in that assignment for the school year. The district must demonstrate in a written report that it has made a good faith effort to employ properly certificated educators for those duties and that a conscientious effort is being made to remedy each specific problem. Criteria for acceptance of the report includes the following:

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- a. The duties **may** comprise **no more than** one-half (1/2) of the teacher's full-time assignment;
- b. Teachers who are misassigned **must** have a minimum of six (6) semester credit hours of college credit in each subject area in which service is rendered; and
- c. Teachers who are misassigned **must** comprise **no more than** 5 percent (5%) of the total number of the district's certificated, full-time teachers, or five (5) teachers, whichever is greater. Districts that have secondary schools located more than fifteen (15) miles from another secondary school may misassign up to an additional five (5) teachers upon approval of the State Department of Education's certification office. However, in no circumstance will more than five (5) teachers be misassigned in any one building.

040.02. Effect on Accreditation.

All misassignments will be noted on the accreditation report. Any misassignments not meeting the above criteria may affect accreditation. Funds will be withheld for that portion of the misassigned person's time that exceeds the criteria included in this Rule if a waiver has not been approved by the State Board of Education.

PROCEDURE:

1. MISASSIGNMENT

A person employed by a school district in a position requiring a certificate **must** hold a valid certificate for the service being rendered or a waiver under this Rule. For a person not holding a specific endorsement to provide educational services in a specific area, the employing district may request a waiver from the State Department of Education's certification office to place the individual in that assignment for the school year. The request **must** include the rationale for the waiver.

The approval of a waiver **will not** affect accreditation. Funds **will not** be withheld for persons serving in a misassigned area.

2. GRANDFATHERING

If a credential is allowed to lapse, **all** current requirements for initial certification apply when trying to reinstate. Certificates and endorsements no longer offered by the state **cannot** be reinstated if they are allowed to lapse.

F. ALTERNATE ROUTE/TEACHER TRAINEE LETTER OF PERMISSION

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

041. ALTERNATIVE CERTIFICATION

(Expires June 30, 2006)

The purpose of this program is to provide an alternative for individuals to become certificated secondary teachers in Idaho without following a standard teacher education program. The purpose of this certification is to provide an alternative for individuals with strong subject matter background but limited experience with educational methodology. Qualified applicants will begin contracted teaching earlier and will be admitted to the program using criteria that are different from existing programs but more appropriate for the circumstances. This certification is valid for three (3) years and is non-renewable. To be eligible for alternative certification, the following requirements **must** be satisfied:

041.01. Initial Qualifications.

Prior to application the prospective trainee **must** complete the following:

- a. Possess a baccalaureate (or higher) degree from an accredited college/ university with a **minimum** grade point average of 2.0 on a 4.0 scale completed **at least** five (5) years earlier;
- b. Hold academic credits equivalent to current **major** and **minor** requirements for secondary endorsements;
- c. Be assured of full-time employment in an Idaho school district; and,
- d. Meet all non-academic requirements of the state of Idaho.

041.02. Teacher Trainee Program.

Alternative certification is valid for two (2) years of teaching. The teacher trainee program **must** be completed within three (3) calendar years from the date of admission to the program. It authorizes the teacher trainee to teach only the subject(s) listed on the letter of permission and only at the secondary level.

A teacher trainee will work toward completion of the teacher trainee program through participating colleges and universities, the State Department of Education, and the employing school district. A teacher must attend, participate in, and successfully complete an individualized two-year teacher trainee program as one of the conditions to receive recommendation for the Standard Secondary Teaching Certificate. A formal teacher trainee plan will be developed by the consortium composed of the mentor teacher, a representative from the school district, a representative of the State Department of

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Education, and a representative of the participating higher education institution with an approved secondary education program. Any deviation from the formal trainee plan must be approved by the consortium. The consortium will be responsible for the program design, supervision, and evaluation of the training. The teacher trainee program **shall** include:

a. Prior to entering the classroom, completion of nine (9) semester credit hours of pre-service training from an institution of higher education in educational course work pertinent to the education profession.

b. Prior to completion of the Alternate Route Program, at least one (1) course in each of the following areas must be completed:

1. Philosophical Foundations of Education;
2. Psychological Foundations of Education;
3. Methodology; and,
4. Reading in the Content Area.

c. Completion of thirty (30)-hour, pre-service orientation presented by the school district prior to a classroom assignment. This orientation shall include district policies, procedures, curriculum, instructional model, community characteristics, and resources.

d. Completion of a four (4)-semester college/university internship. The trainee shall be enrolled in three (3) semester credit hours of internship each semester.

e. Completion of a six to nine (6-9) semester credit hour program during the second summer from an institution of higher learning. The pre-service and second summer program of fifteen to eighteen (15-18) semester credit hours in total shall include: philosophical, psychological, and methodological foundations of the profession, and reading in the content area. The consortium will determine the content required for the trainee, which may include both pedagogical and subject area course work. When designing the content necessary for the individual teacher trainee to complete the program, the consortium shall consider previous college credit as documented in official transcripts. Efforts will be directed to provide observation and clinical experiences during the time prior to being assigned to the classroom.

1. Assistance by Mentor Teachers: Each teacher trainee **must** be assisted by and guided throughout the two-year training period by a certificated employee of the district who has been designated as a mentor teacher. Principals **must** ensure that teacher trainees are provided with direct assistance, which should include close clinical supervision, especially at the beginning of the internship.

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2. Performance Evaluations: In order to receive a consortium recommendation for the Standard Secondary Teaching Certificate, the teacher trainee **must** complete at least two (2) years of successful performance as a teacher under the teacher trainee program.

Principals are to provide assistance to teacher trainees regarding the purpose, expectations, and procedures involved in the evaluation process and with whatever guidance may be needed. The principal **shall** formally evaluate the teacher trainee **at least once each semester** of the school year.

For purposes of suspension or dismissal, teacher trainees are to be treated as non-continuing contract employees. The district **may** suspend or dismiss teacher trainees in accordance with the procedures as provided in Idaho Code. The Teacher Trainee Letter of Permission **may** be suspended or revoked if there is:

- (a) Failure to satisfactorily and successfully complete the stages of the individualized plan within the specified time frames as established by the consortium;
- (b) Failure to obtain at least a 2.5 grade point average on a 4.0 scale in the college credit portion of the program.
- (c) Also, no individual grade can be lower than a "C"; and,
- (d) Other causes for suspension or revocation as found in Idaho Code §33-1208.

3. The teacher trainee, upon successful completion of the teacher trainee program as verified by the consortium, will be eligible to apply for a Standard Secondary Teaching Certificate. The two (2) years of experience as a teacher trainee shall be counted toward continuing contract status as authorized in Idaho Code §33-515.

PROCEDURE:

1. ALTERNATE ROUTE/TEACHER TRAINEE APPLICATION

The individual **must** complete the Alternate Route Packet as provided by the certification office. To be eligible for a Teacher Trainee Letter of Permission through the Alternate Route Program, the following requirements **must** be satisfied:

Prior to admission to the program, the applicant **must** complete the following:

- a. Apply for a Teacher Trainee Letter of Permission from the office of teacher certification;
- b. Submit the following required documents to the office of teacher certification:
 - (1) Application
 - (2) Application fee - \$100 check payable to the Idaho State Department of Education
 - (2) Official transcripts
 - (3) Letters of recommendation

- c. The staff will evaluate the documents and will issue the Teacher Trainee Letter of Permission if the applicant is eligible;
- d. Present the Teacher Trainee Letter of Permission to potential employers and obtain a written statement from a school district declaring its intent to employ the applicant for the ensuing school year; and,
- e. Submit the statement of intent to employ to the office of teacher certification.

1. ASSIGNMENT LIMITATIONS

The Teacher Trainee Letter of Permission is valid for two (2) years of teaching, and the program must be completed within three (3) calendar years from the date of admission to the program. It authorizes the teacher trainee to teach **only** the subject(s) listed on the letter of permission and **only** at the secondary level.

2. THE TEACHER TRAINEE PROGRAM

- a. A teacher trainee will work toward completion of the Teacher Trainee Program through participating colleges and universities, the State Department of Education, and the employing school district. A teacher **must** attend, participate in, and successfully complete an individualized two-year Teacher Trainee Program as one of the conditions to receive recommendation for the Standard Secondary Certificate. A formal teacher trainee plan **will** be developed by a consortium composed of the mentor teacher, a representative from the school district, a representative of the office of teacher certification, and a representative of the participating higher education institution with an approved secondary education program. Any deviation from the formal trainee plan **must** be approved by the consortium. The consortium **will** be responsible for the program design, supervision, and evaluation of the training.
- b. The responsibilities of the consortium members **will** be addressed in the implementation phase of the Secondary Field Centered portion of the Teacher Trainee Program. The Teacher Trainee Program **shall** include:
 - (1) Educational course work pertinent to the education profession.
 - (a) Philosophical Foundations of Education (e.g., Philosophy of Education; Intro to Education; Education Foundations)
 - (b) Psychological Foundations of Education (e.g., Educational Psychology; Child Growth/Development; Learning Theory)
 - (c) Methodology (e.g., Methods of Teaching Secondary Students **or** Methods of Teaching your subject matter area)
 - (d) Reading in the Content Area (3 semester credit hours).
 - (2) **Completion of a thirty (30)-hour**, pre-service orientation presented by the school district prior to a classroom assignment. This orientation **will** include district policies, procedures, curriculum, instructional model, community characteristics, and resources.

- (3) **Completion of a two (2)-year**, or four (4)- semester, college/university internship. The trainee **will** be enrolled in three (3) semester credit hours of internship each semester.
- (4) **Completion of a six to nine** (6-9) semester credit hour program during the second summer from an institution of higher learning. The pre-service **and** second summer program of fifteen to eighteen (15-18) semester credit hours in total **will** include: philosophical, psychological, and methodological foundations of the profession, and reading in the content area. The consortium **will** determine the content required for the trainee, which **may** include both pedagogical and subject area course work. When designing the content necessary for the individual teacher trainee to complete the program, the consortium **will** consider previous college credit as documented in official transcripts. Efforts will be directed to provide observation and clinical experiences during the time prior to being assigned to the classroom.
- (5) **Salary and Benefits:** Salary and benefits of teacher trainees are to be established by the local district in accordance with district policy.
- (6) **Certification and Status:** The teacher trainee, upon successful completion of the Teacher Trainee Program as verified by the consortium, will be eligible to apply for a Standard Secondary Certificate. The two years of experience as a teacher trainee **will** be counted toward continuing contract status as authorized in Idaho Code §33-515.
- (7) **Costs:** **All** costs related to the college or university credits required for the Teacher Trainee Program **will** be the responsibility of the trainee. Other costs **will** be the responsibility of the respective agency involved in each trainee's program.
- (8) **Criminal History Check:** As required by action of the 1996 state legislature, Chapter 1, Section 33 of the Idaho Code, new applicants, both certificated and non-certificated, are required to undergo a criminal history check, including fingerprinting. This requirement **includes** applicants for a Teaching Trainee Letter of Permission.
- (9) **Idaho Technology Assessments:** **All** teachers and teacher-trainees working toward standard Idaho certification under this Alternate Route Program **must** successfully pass one of the State Board of Education-approved technology assessments
- (10) **Praxis II Content Assessments:** **All** candidates entering the Alternate Route Program after September 1, 2004, **must** meet or exceed the qualifying score on any applicable Praxis II assessment that corresponds to any subject matter endorsement to be attached to the Idaho standard teaching certificate. Written verification of meeting this requirement **must** be made prior to issuance of the standard Idaho teaching certificate.